

Town Administrator – Job Description

Including but not limited to:

The Town Administrator is responsible for administration of all governmental activities of the Town which are assigned by or under the Town Charter and for performance of those functions and duties determined by Council to be necessary for the proper conduct of the Town's business as reflected in this description

1. To direct and supervise the administrative employees in Town Hall
2. To attend all meetings of the Town Council and to provide such administrative information and data as may be requested by the Mayor and Council.
3. To see that all laws, provisions of the charter, franchises and acts of the Town Council, subject to his/her directions and supervision are faithfully executed.
4. To develop the annual budget of the town
5. To make reports as the Town Council may require concerning the operation of the various Town departments
6. To keep the Town Council fully advised as to the administrative operations and future needs of the Town and to make such recommendations to the Town Council concerning the affairs of the Town as he/she deems desirable
7. To supervise the purchase of all materials, supplies and equipment for which funds are provided in the budget.
8. To devote his/her scheduled work time to the discharge of his/her official duty and to serve as a principal emergency control officer for the Town and to attend such meetings as may be required.
9. Communicate policies and objectives of the Town Council to all personnel.
10. Report on status of actions required by Council and those required to resolve questions or problems reported by property owners.
11. Keep members of Council advised concerning matters that affect the Town or the functions of governmental operation which may be of interest to Council on a timely basis.
12. Prepare agendas, of Town Council meetings, special meetings, Cemetery committee meetings, Planning and Zoning meetings, and any other committees as appointed by the Mayor. Prepare all pertinent information needed during those meetings and distribute to those members in a timely manner.
13. Is the Chief Administrative Officer for personnel-related matters including taking the lead in training, coaching, goal setting, performance evaluations, recommendations for hiring and disciplining of employees.
14. Recommend to Town Council, annually, additional compensation for awarding employees whose sustained performance over the evaluation period exceeds expectations for the positions.
15. Communicate and interact with elected officials during and after business hours
16. Interact with the public on city issues
17. Oversee health insurance and commercial insurance contracts and claims processing

Financial

18. Payroll reports and review for all departments
19. Review all payables and receivables
20. Review all bank statements before and after reconciliation
21. Review all bank deposits
22. Coordinate annual audits and am readily available for any questions or additional documentation they may need during the course of the audit
23. Oversees the income/expense of all town accounts
24. Newspaper notifications regarding code amendments 15 days prior to public hearing
25. Review all resolutions and ordinance amendments prior to issuance to Town Council
26. Record and attend monthly Town Council meetings and any special meetings and provide information as requested by Town Council on various matters
27. Participate in the development and implementation of the Town's goals, objectives, and plans
28. Perform other such duties as may be required by Town Council not inconsistent with the Town Ordinances, Charter, State or Federal Law.
29. Interact with other municipalities, County and State and Federal Government agencies on behalf of the Town
30. Research and apply for available grant funding

Prince George's Chapel Cemetery

1. Receive calls regarding questions and complaints on all cemetery matters
2. Inform committee chair/president of all communications regarding the cemetery
3. Maintain all files and records relevant to the Cemetery
4. Liaison between the State of Delaware (Lessor) and the Town (lessee) and the committee chair/president
5. Coordinate with lawn maintenance contractor and oversee Perpetual Care & Maintenance including obtaining and reviewing annual contract
6. Prepare grants and associated material when they are available
7. Purchase corner markers and prepare for installation for any graves disturbed within the cemetery

****The Town Administrator will be responsible for duties associated with the water department and Building and Code Enforcement****